



# The Honorable Maryellen O'Shaughnessy

## Franklin County Clerk of Courts

### Internal and External Job Posting

Job Title: Document Management Specialist (Full-Time, Bargaining Unit)  
Division: General  
Manager: Maria Belak  
Posting ID: 05-G-18  
Posting Dates: Friday, June 29, 2018 – Friday, July 6, 2018 11:59PM  
Starting Salary: \$13.69 Hourly/ \$28,475.20 Annually

#### Responsibilities and Duties:

- Enters data from legal documents on computer and verifies the accuracy of the data.
- Approves E-File documents and verifies the contents of documents.
- Provides assistance and informational services to customers, in person or by telephone, regarding the issuance of legal documents, court filings, notary requirements, verification of legal documents submitted by customer, processing transactions, and determining authenticity of documentation.
- Performs a variety of clerical tasks in order to assist with the efficient operation of the office.

#### Minimum Qualifications:

- A high school diploma and/or any equivalent combination of education, experience, and training.
- Skill in computer operation, typing, and data entry.
- Ability to read, copy, and record figures, and calculate fractions, decimals, and percentages.
- Ability to carry out instructions; deal with problems within a familiar context.
- Must be able to communicate effectively and respond to routine inquiries from public or officials.
- Must be able to develop and maintain effective working relationships.

**Visit our application website to create a user account and submit application at <https://clerk.franklincountyohio.gov/careers>.**

Due to changes in our application systems, accounts created before June 13, 2018 no longer exists. Applicants must create a new account and application in order to apply for any position.

Salary Range: \$13.69 – \$16.82 Hourly/\$28,475.20 - \$34,985.60 Annually

Healthcare Benefits: Medical, Prescription Drug, Mental Health, Dental, Vision and Life Insurance

Contact: Jamie Belcher Phone: 614-525-4130 Email: [jamiebelcher@franklincountyohio.gov](mailto:jamiebelcher@franklincountyohio.gov)

**EOE**